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| **FORMS IN RELATION TO EXCHANGE-TRADED FUND (ETF FORMS)** |

**Introduction & Instructions:**

***Introduction***

1. This document contains ETF Forms to be submitted to the Securities Commission Malaysia (SC) in relation to an exchange-traded fund (ETF) that is seeking the SC’s approval or is approved by the SC and subject to the *Guidelines on Exchange-traded Funds* (ETF Guidelines). These ETF Forms are as follows:

***Contents***

[SECTION A: APPLICATION TO ACT AS A MANAGEMENT COMPANY A-1](#_Toc111707129)

[Part A: Information on the management company A-1](#_Toc111707130)

[Part B: Documents required to be submitted to the SC A-3](#_Toc111707131)

[SECTION B: APPLICATION FOR ESTABLISHMENT, LISTING AND QUOTATION OF AN ETF B-1](#_Toc111707132)

[Part A: Information on the ETF B-1](#_Toc111707133)

[Part B: Information on the management company B-4](#_Toc111707134)

[Part C: Documents required to be submitted to the SC B-5](#_Toc111707135)

[SECTION C: APPLICATION IN RELATION TO A FEEDER ETF C-1](#_Toc111707136)

[Information of the target fund C-1](#_Toc111707137)

[SECTION D: APPLICATION TO QUALIFY AS AN SRI FUND D-1](#_Toc111707138)

[SECTION E: APPLICATION TO QUALIFY AS A QUALIFYING CIS E-1](#_Toc111707139)

[Documents required to be submitted to the SC E-1](#_Toc111707140)

[SECTION F: APPLICATION FOR EXEMPTION, VARIATION OR EXTENSION OF TIME F-1](#_Toc111707141)

[SECTION G: APPLICATION TO REGISTER A DEED G-1](#_Toc111707142)

[Part A: Checklist for minimum contents for a deed of an ETF G-1](#_Toc111707143)

[Part B: Documents required to be submitted to the SC G-8](#_Toc111707144)

[SECTION H: LODGEMENT OF A DEED H-1](#_Toc111707145)

[SECTION I: APPLICATION TO REGISTER A PROSPECTUS I-1](#_Toc111707146)

[Part A: Prospectus minimum content checklist for a fund I-1](#_Toc111707147)

[Part B: Supplementary Prospectus Minimum Content Checklist for a Fund I-7](#_Toc111707148)

[Part C: Documents required to be submitted to the SC (for registration of prospectus after Approval-in-principle is obtained) I-8](#_Toc111707149)

[Part D: Registration of supplementary or replacement prospectus I-10](#_Toc111707150)

[SECTION J: LODGEMENT OF A PROSPECTUS J-1](#_Toc111707151)

[SECTION K: LODGEMENT OF AN ANNUAL REPORT AN ETF K-1](#_Toc111707152)

[Part A: Minimum Content Checklist of Fund Report K-1](#_Toc111707153)

[Part B: Documents required to be submitted to the SC K-6](#_Toc111707154)

[SECTION L: NOTIFICATION TO THE SC L-1](#_Toc111707155)

[Part A: General – Documents required to be submitted to the SC L-1](#_Toc111707156)

[Part B: Notification of appointment/resignation of Shariah adviser L-3](#_Toc111707157)

[Part C: Notification of appointment of an external fund manager L-5](#_Toc111707158)

[Part D: Notification on commencement of termination of an ETF/class of units of an ETF L-6](#_Toc111707159)

[SECTION M: RISK MANAGEMENT POLICY AND PROCEDURES OF AN ETF M-1](#_Toc111707160)

[Part A: Information on submission M-1](#_Toc111707161)

[Part B: Information on the ETF M-1](#_Toc111707162)

[Part C: Guidance and minimum content of RMP Documentation M-2](#_Toc111707163)

[Part D: Documents required to be submitted to the SC M-5](#_Toc111707164)

***General instructions (apply to all submissions)***

1. Please read the instructions and questions carefully before completing the form. Unless otherwise specified, all words used in these ETF Forms shall have the same meaning assigned to them in the ETF Guidelines.
2. The submission of the ETF Forms must be **accompanied by a cover letter that meets the following requirements**:
3. It is addressed to person as mentioned in item 9) of these Introduction & Instructions;
4. Contains –
   1. information as specified in the respective section(s) of these ETF Forms;
   2. a declaration that the information in the cover letter and in the ETF Forms being submitted to the SC is true, complete and accurate;
   3. details of **at least two (2) contact persons**, as follows:
5. Name;
6. Designation;
7. Contact number; and
8. Email address;
   1. details on any pre-consultation with the SC in connection with the submission being submitted, as follows:
9. Date of consultation;
10. Details of consultation; and
11. Details of persons from the SC that the submitting party had consulted with;
    1. if there is any other outstanding applications relating to the ETF or the management company with the SC, details of such application, as follows:
12. Date of application(s); and
13. Details of the application(s);
14. The cover letter must be dated and is signed by –
    1. at least one (1) of the directors of the management company;
    2. two (2) authorised signatories of the principal adviser (where a principal adviser is appointed to make the submission); or
    3. at least one (1) of the authorised signatories of the trustee (for submission by the trustee); and
15. If the submission file comprise of more than one (1) type of applications or submissions, please submit **only one (1) cover letter** specifying all the applications or submissions being submitted together with the information as required in item 3)(b)(i) of these Introduction & Instructions.
16. **If the submission file to be submitted by the management company or the principal adviser includes a letter from the trustee, the letter from the trustee must contain information as required in item 3(b) and fulfil the requirement in item 3(c)(iii) of these Introduction & Instructions.**
17. Please **only submit** the section(s) or part(s) of the section(s) of these ETF Forms that applies/apply to the submission, and **do not** –
18. submit pages 1 to 5 of these ETF Forms; or
19. alter the contents, or insert any text, image or table in any parts of these ETF Forms **other than in the fields provided**.
20. All applications and lodgements must be accompanied with the appropriate fee, where applicable. The details of fees payable to the SC for the various types of submissions are set out in the *Capital Markets and Services (Fees) Regulations 2012* as may be amended from time to time. A submission is deemed incomplete if the appropriate fee is not submitted.
21. All submission documents must be in electronic copy and in **text-searchable format (PDF-text)**.
22. The submission documents must be submitted via e-mail (as attachment), up to 30MB in size per e-mail, to [**MISsubmissions@seccom.com.my**](mailto:MISsubmissions@seccom.com.my)l. Link or QR code to an external storage **will not be accepted**.
23. Submission must be addressed to the SC as follows:
24. Where the submission file contains application for the SC’s approval and registration:

Chairman

Securities Commission Malaysia

3 Persiaran Bukit Kiara

Bukit Kiara

50490 Kuala Lumpur

(Attention: Managed Investment Schemes, Corporate Finance and Investments)

1. Where the submission file only contains **lodgement of, or submission of** **documents or notification**:

Head of Department

Managed Investment Schemes

Corporate Finance and Investments

Securities Commission Malaysia

3 Persiaran Bukit Kiara

Bukit Kiara

50490 Kuala Lumpur

***Submission-specific instructions***

1. **Section A**:
2. Only applicable to an entity that is not an approved management company as listed in the *List of Unit Trust Funds and Approved Management Companies*[[1]](#footnote-1)and is seeking to apply to act as a management company for ETFs.
3. Part A, items 7(f) and 8: If the rows provided are insufficient, additional row(s) in the table can be added.
4. **Section G**:
   1. An application to register a deed of an ETF proposing to list and quote its units on the Main Market of Bursa Securities can only be submitted upon the SC confirming in writing that it has no further comments on the draft deed.
   2. Part A:
5. Please state how the requirement has been complied with by referencing to the specific clause and page of the deed(s).
6. Where the requirement is not applicable, please state the reason.
7. **Section I – Parts A and B**:
8. Where “Yes” is indicated, please state how the requirement has been complied with by referencing to the specific page and paragraph of the prospectus.
9. Where the requirement is not applicable, please state the reason.
10. **Section M**:

If an ETF, be it an existing ETF or a proposed ETF, intends to invest in new or higher risk investments as listed in **Part B of Section M**, the documentation on an ETF’s risk management policy and procedures (RMP documentation) must be submitted as part of the ETF application or in the case of an existing ETF, before any changes are to be effected to the fund documentation. Please refer to **Section M** for documents and information required to be submitted to the SC.

***Note:*** *Management company* ***should consult the SC prior to*** *making the submission of the RMP documentation.*

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# APPLICATION TO ACT AS A MANAGEMENT COMPANY

## Information on the management company

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of management company:  Click or tap here to enter text. | | |
|  | Date of incorporation: Click or tap to enter a date. | | |
|  | Date of commencement of operation: Click or tap to enter a date. | | |
|  | Company number: Click or tap here to enter text. | | |
|  | Date the management company obtained the Capital Markets Services Licence for fund management in relation to portfolio management: Click or tap to enter a date. | | |
|  | Name and status, whether independent or non-independent and executive or non-executive, of the board of directors:  Click or tap here to enter text. | | |
|  | Where the management company appoints an external fund manager, details on the fund manager as follows:   1. Name of the fund manager:   Click or tap here to enter text.   1. Date of incorporation: Click or tap to enter a date. 2. Date of commencement of operations: Click or tap to enter a date. 3. Company number: Click or tap here to enter text. 4. Date of issue of the CMSL: Click or tap to enter a date. 5. Information on the representative responsible for managing the ETF:  |  |  | | --- | --- | | **Name** | **Date of issue of the CMSRL** | | Click or tap here to enter text. | Click or tap to enter a date. | | Click or tap here to enter text. | Click or tap to enter a date. |   ***Note:*** *If the entity and person appointed is not licensed by the SC, please submit Part C, Section L of these ETF Forms* | | |
|  | Where any other third party is appointed by the management company, details of such party as follows:   | **Name** | **Functions of the third party** | | --- | --- | | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | | | |
|  | Has the management company been the subject of any action by any statutory or regulatory authority, or body carrying out self-regulatory functions in the past three (3) years prior to the date of application? | | |
|  | No | |
|  | Yes – Please provide (in an attachment) all the relevant particulars including, but not limited to, the nature of transgression, name of authority or self-regulatory body, date and type of action taken. | |
|  | Is the management company currently facing any material litigation or arbitration? | | |
|  |  | | No |
|  |  | | Yes – Please provide (in an attachment) details of all current material litigation or arbitration, if any, including those pending or threatened, and any facts likely to give rise to any proceedings which might materially affect the business or financial position of the management company or any of its third-parties appointed. |
|  | Is there any other relevant information to support this application? | | |
|  |  | | No |
|  |  | | Yes – Please provide the details below:  Click or tap here to enter text. |

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## Documents required to be submitted to the SC

| **Documents** | | **SC’s**  **internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to act as a management company |  |
|  | Details of other approvals or clearance obtained or pending |  |
|  | Details of any departure from the relevant guidelines, together with relevant justifications and waiver or exemption sought for such departure. Where waiver or exemption has been obtained, to provide details of such waiver or exemption |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| Statutory declaration from the management company stating that it is independent of the trustee | |  |
| In the case of a multi-class fund, a declaration by the management company that it has the capabilities and capacity to manage and administer multiple classes of units for a fund | |  |

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# APPLICATION FOR ESTABLISHMENT, LISTING AND QUOTATION OF AN ETF

## Information on the ETF

*For multiple applications, please fill in this Part of Section B for each of the ETF separately*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of the ETF:  Click or tap here to enter text. | | |
|  | If the name of the ETF is not self-explanatory, please provide an explanation on the ETF’s name:  Click or tap here to enter text. | | |
|  | Type of ETF:  Plain-vanilla ETF[[2]](#footnote-2)  Feeder ETF[[3]](#footnote-3)  Synthetic ETF  Futures-based ETF  Fund-of-funds  Commodity ETF: Click or tap here to enter text. | | |
|  | If the selected type of ETF in item 3 is other than a commodity ETF, please select the applicable category of the ETF from the list below:  Equity ETF  Bond/fixed income (**FI**) ETF  Country-specific government bond/FI ETF: Click or tap here to enter text.  Mixed assets ETF  REIT ETF *(only applicable to fund-of-funds)*  Commodity ETF: Click or tap here to enter text.  Leveraged ETF *(only applicable to futures-based fund)*  Inverse ETF *(only applicable to futures-based fund)* | | |
|  | Please provide the details of the reference index or benchmark:   1. Name of index or benchmark:   Click or tap here to enter text.   1. Name of index or benchmark provider:   Click or tap here to enter text.   1. Where the ETF is to track an index, please provide information on the following: 2. The objective of the index, or the market or sector it aims to represent:   Click or tap here to enter text.   1. The type of index (e.g. price index, total return index etc.):   Click or tap here to enter text.   1. The maximum weight per constituent:   Click or tap here to enter text.   1. Where information on the index or benchmark is available:   Click or tap here to enter text. | | |
|  | Please state from the following, the applicable investment strategy(ies) of the ETF:  Full replication strategy  Representative sampling  Synthetic replication | | |
|  | Please select from the following, information that may apply to the ETF: | | |
| 1. The ETF will invest in derivative (other than for the sole purpose of hedging) | |  |
| 1. The ETF will participate in securities lending activity | |  |
| 1. The ETF will participate in sale and repurchase transaction | |  |
| 1. The ETF will participate in reverse repurchase transaction | |  |
| 1. The above **do not** apply to the fund | |  |
| If any information **save for** item (e) is ticked, please select the applicable statement from the following: | | |
|  | Section M of the ETF Forms is submitted together with this application | |
|  | RMP Documentation submitted on Click or tap to enter a date. is still applicable and no update is required | |
|  | If the ETF may use or invest in derivatives (including embedded derivatives), please provide information on the following:   1. The **purpose** of using the derivatives (please tick all the applicable boxes) including the **type of derivatives or embedded derivatives**[[4]](#footnote-4) to be used:   Hedging   1. Please state the risk(s) to be hedged:   Click or tap here to enter text.   1. Please state the derivatives or embedded derivatives to be used to hedge the risk(s) listed in (i):   Click or tap here to enter text.  Others   1. Please provide details:   Click or tap here to enter text.   1. Please state the derivatives or embedded derivatives to be used for purpose(s) listed in (i):   Click or tap here to enter text.   1. Information on exposure to derivatives: 2. The fund’s maximum % exposure to derivatives: Click or tap here to enter text. 3. If the method used to calculate the exposure is other than commitment approach, please indicate the section in the cover letter the information on the consultation with the SC   Click or tap here to enter text. | | |
|  | Please indicate whether the ETF will accept collateral:  Yes  No | | |
|  | Name of trustee:  Click or tap here to enter text. | | |

*[The rest of this page is intentionally left blank]*

## Information on the management company

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of management company:  Click or tap here to enter text. | | |
|  | Please indicate whether the management company is in compliance with the minimum independent board composition as prescribed in paragraph 3.05 of the ETF Guidelines? | | |
|  | Yes | |
|  | No – Please state where in the cover letter the details on the relief from this requirement has been obtained is provided: Click or tap here to enter text. | |
|  | Please indicate whether the management company is in compliance with paragraph 3.06 of the ETF Guidelines? | | |
|  | Yes | |
|  | No – Please state where in the cover letter the details on the relief from this requirement has been obtained is provided: Click or tap here to enter text. | |
|  | Not applicable – Please tick (✓) the applicable checkbox from the list below as well as indicate the name of the other management company: | |
|  | The management company is an ultimate holding company which wholly-owns the other management company |
|  | The management company is a wholly-owned subsidiary of the other management company |
|  | The management companies concerned are wholly-owned subsidiaries of the same ultimate holding company |
| Name of the other management company:  Click or tap here to enter text. | |
|  | Please state the website address of the management company or the ETF:  Click or tap here to enter text. | | |

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## Documents required to be submitted to the SC

| **Documents** | | | | | **SC’s internal use** |
| --- | --- | --- | --- | --- | --- |
| Cover letter, specifying the following: | | | | |  |
|  | Particulars of the ETF application | | | |  |
|  | The following to be sought: | | | |  |
|  |  | Approval for the ETF application under section 212 of the CMSA | | |  |
|  |  | Approval-in-principle for the registration of the prospectus under section 233 of the CMSA, including the following: | | |  |
|  |  | 1. Application to register the prospectus | |  |  |
|  |  | 1. A confirmation that the due diligence working group has seen and verified that the prospectus complies with the minimum disclosure requirements as set out in the CMSA and the *Prospectus Guidelines for Collective Investment Schemes* (CIS Prospectus Guidelines) | |  |  |
|  |  | 1. A confirmation that the accompanying documents in the registration file are complete, duly signed and dated | |  |  |
|  |  | 1. A confirmation that all relevant conditions of approval, to be complied with before the issuance of the prospectus, have been met | |  |  |
|  |  | Clearance for the registration of the deed | | |  |
|  | Details of other approvals or clearance obtained or pending in relation to the proposal | | | |  |
|  | Details of any departure from the relevant guidelines, together with relevant justifications and relief sought for such departure. Where relief has been obtained, to provide details of such relief. | | | |  |
|  | Declaration of conflict of interest, if any, by advisers of and experts for the application. If a conflict of interest exists, to provide full disclosure of the nature of conflict and steps to address the conflict. | | | |  |
|  | Declaration that the management company could demonstrate its capabilities and have adequate and appropriate systems, procedures and processes in managing a leveraged ETF or an inverse ETFs as well as for synthetic ETFs | | | |  |
|  | If the fund will be the management company’s first multi-class fund, a declaration that the management company has the capabilities and capacity to manage and administer multiple classes of units for a fund | | | |  |
|  | Concise description on the index | | | |  |
|  | **For synthetic or futures-based ETF**, the following additional information is to be provided: | | | |  |
|  |  | | Concise description of the qualifications and relevant experience in derivatives of the key persons’ employed by the management company | |  |
|  |  | | Where the management company delegates its fund management function, or appoints an investment adviser, the key persons’ relevant qualifications and relevant experience in derivatives | |  |
|  |  | | For synthetic ETF, a confirmation that the ETF takes the form of an unfunded structure | |  |
|  | **For leveraged or inverse ETF**, a concise description of the management company’s initiative in educating investors on investments in leveraged or inverse ETFs | | | |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms | | | |  |
|  | For an **Islamic ETF**, the Shariah pronouncement that included the following information: | | | |  |
|  |  | Detailed reasoning or justification supporting the proposed listing and quotation of units of an Islamic ETF | | |  |
|  |  | For an Islamic ETF based on gold and silver, the Shariah pronouncement by Shariah adviser must also include the following:   1. Structure, creation and redemption of the Islamic ETF units  * Please state the page number in the Shariah pronouncement where the information is provided: Click or tap here to enter text.      1. Trading of the Islamic ETF units in the secondary market  * Please state the page number in the Shariah pronouncement where the information is provided: Click or tap here to enter text. | | |  |
| Deed | | | | |  |
|  | Draft deed | | | |  |
|  | Checklist for minimum contents of a deed of an ETF (see Part A of Section G) | | | |  |
| For the SC’s approval-in-principle for the registration of the prospectus under section 233 of the CMSA | | | | |  |
|  | Prospectus minimum content checklist for an ETF (see Part A of Section I | | | |  |
|  | Directors’ responsibility statement for the prospectus and, where applicable, the offerors’ and promoters’ responsibility statement. For director’s responsibility statement, all directors must sign. For promoters or offerors which consist of corporation(s), a board resolution authorising the signatory who signed on behalf of a corporation, must be submitted together with the promoters’ or offerors’ responsibility statements. | | | |  |
|  | If an alternate director signs the responsibility statements, there must be a clear reference made in the responsibility statement of  such a fact. The original written authorisations by directors, appointing the alternate director to sign the responsibility statement on their behalf must be submitted. | | | |  |
|  | Copy of letter of approval from any other relevant authority | | | |  |
|  | Copies of all material contracts referred to in the prospectus, or in the case of a contract not reduced in writing, a memorandum giving full particulars of the contracts | | | |  |
|  | Copies of reports or letters from experts disclosed in the prospectus. Where an expert does not possess the capability to prepare a report in the same language as the prospectus, the management company must provide a translation of the expert’s report. Such translated report submitted and as incorporated in the prospectus must contain a statement that it is a translation of the original expert’s report. | | | |  |
|  | Copy of the underwriting agreement | | | |  |
| Other application(s) and submission  *(please ✓ the applicable application, if any)* | | | | |  |
|  | Application to act as a management company (see Section A) | | | |  |
|  | Application in relation to a feeder fund (see Section C) | | | |  |
|  | Application to qualify as a SRI fund (see Section D) | | | |  |
|  | Application to qualify as a Qualifying CIS (see Section E) | | | |  |
|  | Application for exemption or variation from compliance with SC’s requirements (see Section F) | | | |  |
|  | Notification on appointment of Shariah adviser (see Part B, Section L) | | | |  |
|  | Notification on appointment of an external fund manager (see Part C, Section L) | | | |  |
|  | RMP documentation of a fund (see Section M) | | | |  |
|  | Application fee (including prospectus registration fee) and Fee Computation Checklist | | | |  |

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# APPLICATION IN RELATION TO A FEEDER ETF

## Information of the target fund

1. Name of target fund:

Click or tap here to enter text.

1. Name of investment manager (where applicable) :

Click or tap here to enter text.

1. Name of management company or operator (where applicable):

Click or tap here to enter text.

1. Name of the regulatory authority that regulates the target fund:

Click or tap here to enter text.

1. Name of the regulatory authority that approved, authorised or licensed the investment manager as a fund manager:

Click or tap here to enter text.

1. Please state the rationale for investing in the target fund:

Click or tap here to enter text.

1. Name of the index which the target fund is tracking:

Click or tap here to enter text.

1. Name of exchange where the target fund is primarily listed:

Click or tap here to enter text.

1. If the target fund is listed on exchange(s) in addition to the exchange named in item 8, please state the name of all the exchange(s) where the feeder fund may acquire the units or shares of the target fund from:

Click or tap here to enter text.

1. If the ETF may acquire units or shares of the target fund on the primary market, please state the relevant sections and pages in the prospectus where the disclosure on investment in primary market is disclosed:

* Paragraph(s): Click or tap here to enter text.
* Page number(s): Click or tap here to enter text.

1. Please indicate if the target fund is from any of the following jurisdictions:

|  | **Jurisdiction** | **Applicable law** | **Type of fund** |
| --- | --- | --- | --- |
|  | Ireland | European Communities (UCITS) Regulations 2003 (as amended) | Index-tracking UCITS authorised by Central Bank of Ireland |
|  | Luxembourg | Law of 17 December 2010 on Undertakings for Collective Investment (as amended) | Index-tracking UCITS authorised by Commission de Surveillance du Secteur Financier, Luxembourg |
|  | Singapore | Securities and Futures Act of Singapore | Exchange-traded fund authorised by Monetary Authority of Singapore |
|  | Hong Kong | Securities and Futures Ordinance | Exchange-traded fund authorised by the Securities and Futures Commission of Hong Kong |
|  | Other (please indicate the name of jurisdiction): Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| *If the target fund is from any other jurisdictions, please provide details of the consultation with the SC in the cover letter* | |

1. Please indicate the fund category of the target fund:

Click or tap here to enter text.

1. If the target fund or the class of shares/units of the target fund which the feeder fund will invest in has been in operation and there is disclosure relating to its performance, please provide the following information on the target fund:

|  |  |  |
| --- | --- | --- |
|  | The net asset value of the target fund | Click or tap here to enter text. |
|  | Average total return of the target fund against its benchmark over– | |
| 1. the most recent financial year or since establishment if it is less than one financial year | Click or tap here to enter text. |
| 1. recent three (3) financial years | Click or tap here to enter text. |
| 1. recent five (5) financial years | Click or tap here to enter text. |
| 1. recent 10 financial years | Click or tap here to enter text. |
|  | Annual total return of the target fund for each of the last 10 financial years (or since establishment if it is less than 10 years) | Click or tap here to enter text. |
|  | Average tracking error of the target fund against its benchmark for each of the last 10 financial years (or since establishment if it is less than 10 years) | Click or tap here to enter text. |
|  | The total expense ratio of the target fund against its benchmark for each of the last 10 financial years (or since establishment if it is less than 10 years) | Click or tap here to enter text. |

1. If the target fund or the class of shares/units of the target fund which the feeder ETF will invest in has yet to launch/commence operation, please indicate the target launch/commencement date of the target fund: Click or tap to enter a date.

*[The rest of this page is intentionally left blank]*

# APPLICATION TO QUALIFY AS AN SRI FUND

**Documents required to be submitted to the SC**

| **Documents** | **SC’s internal use** |
| --- | --- |
| Checklist of compliance with the relevant chapters of the *Guidelines on Sustainable and Responsible Investment Funds* (SRI Guidelines), including commentary on whether the requirements are met, not met or not applicable, detailed illustration, explanation and justifications thereof, with reference to the Guidance in the SRI Guidelines where appropriate |  |
| For an existing ETF  Cover letter –  as prescribed under Chapter 4 of the SRI Guidelines; and  contains information as required in item 3) of the General instructions in these ETF Forms |  |

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# APPLICATION TO QUALIFY AS A QUALIFYING CIS

## Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The application to be assessed as a Qualifying CIS pursuant to the *Standards of Qualifying CIS* |  |
|  | A declaration from the management company that it has fulfilled the requirements as prescribed under the *Standards of Qualifying CIS* to be a Qualifying CIS Operator |  |
|  | An undertaking from the management company to ensure continuous compliance with the requirements of the *Standards of Qualifying CIS* |  |
|  | That the submission file includes the application by the ETF’s trustee to act as a trustee of a Qualifying CIS |  |
|  | If the application is in relation to an existing ETF, to provide the date of the deed and the clauses in the deed which contain provisions allowing the fund to be a Qualifying CIS  *If the above is not checked, please submit the application for registration of supplemental deed.* |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| Letter from the trustee, specifying the following: | |  |
|  | The application to act as a trustee of a Qualifying CIS |  |
|  | The declaration that it has fulfilled the requirements as prescribed under the *Standards of Qualifying CIS* to be a trustee |  |
|  | The undertaking that it will ensure continuous compliance with the requirements of the *Standards of Qualifying CIS* |  |
|  | Checklist of compliance with the *Standards of Qualifying CIS*, including the explanation demonstrating compliance with each of the requirements |  |

# APPLICATION FOR EXEMPTION, VARIATION OR EXTENSION OF TIME

**Documents required to be submitted to the SC**

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The requirement of the guidelines being sought for a relief or extension of time |  |
|  | Details of the relief or extension of time sought |  |
|  | Justifications for the relief or extension of time sought |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| Statement from the trustee that the relief or extension of time does not jeopardise unit holders’ interest *(not required in the case of an application seeking extension of time to launch an ETF)* | |  |
| Approval or clearance letter from other authorities | |  |
| Application fee and the Fee Computation Checklist | |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO REGISTER A DEED

## Checklist for minimum contents for a deed of an ETF

| **No.** | **Deed Content** | **Clause** | **Page** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | Name of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Investment objective of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If the ETF is a country-specific government bond or FI ETF, the name of the country, government, government agency or supranational issuing or guaranteeing the debt securities or money market instruments. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Distribution policy of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Financial period of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If classes of units are issued: |  |  |  |
|  | A provision specifying the classes, differences between the classes and rights attached to each class | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If any class of units may be mandatorily or otherwise converted to another class of units, a provision specifying the conditions or circumstances in which such conversion may occur | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A statement on the base currency of the ETF (if classes of units are denominated in different currencies) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Unit holders’ –   1. rights; 2. extent of their liability; and 3. ability to take any action against the management company and trustee for any breach of their duties as set out in the CMSA, the ETF Guidelines and the *Guidelines on the Registration and Conduct of Capital Market Services Providers* (CMSP Guidelines) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | The appointment of –   1. the trustee; and 2. the management company,   of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A statement that the deed– |  |  |  |
| (a) | is binding on each unit holder as if it had been a party to it and that it is bound by its provisions; | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (b) | authorises and requires the management company and the trustee to execute any action or undertake any activities permitted by terms of the deed; and | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| (c) | is made and governed under the laws of Malaysia; | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances, procedures and processes for retirement, removal and replacement of management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | The extent of the indemnity provided by the management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances, procedures and processes for retirement, removal and replacement of trustee | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances, procedures and processes for the appointment, retirement, removal and replacement of the auditor of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Permitted investments of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Limits and restrictions, including limits on borrowings or financing facilities of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Full particulars on circumstances in which, and methods by which, all or any of the investments of the ETF may be varied | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Basis for the valuation and the pricing policy for the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Particulars of the remuneration of the management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Particulars of the remuneration of the trustee | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Other expenses payable out of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Any increase in the maximum rate stated in the deed may only be made by way of a supplementary deed and in accordance with the requirements of the CMSA | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances under which the meetings are to be held | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions on the manner in which meetings are conducted, including the manner in which votes may be given at a meeting of unit holders | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances under which the ETF can be terminated | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Procedures and processes for termination of the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions in relation to the creation of the ETF or declaration of trust, which also sets out full particulars of the trust, including precise information as to the circumstances in which the money, securities, investments and assets subject to the ETF are or will be vested in that trustee, and the duties and obligations of the trustee and the duties and obligations of the trustee towards the unit holders in regard to those properties | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions in relation to the creation and redemption of units of an ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions in relation to circumstances under which the dealing in units can be deferred or  suspended | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provision for the full particulars on the conditions governing the transfer of any unit to which the deed relates | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions governing the modifications of the deed | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Where the deed requires, or confers a right on, unit holders to enter into an agreement in connection with the ETF, a provision incorporating the terms and conditions of that agreement | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A statement to the effect that the provisions in the deed shall in no way be construed as derogating from or limiting any of the requirements of the CMSA, the ETF Guidelines and relevant laws | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A statement to the effect that the requirements of the CMSA, the ETF Guidelines and relevant laws shall prevail in the event of any conflict or inconsistency between the provisions in the deed and the requirements of the CMSA, the ETF Guidelines and relevant laws | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Instructions:**   * The deed content items from this point onwards are to be inserted by the submitting party. * Please list the duties prescribed in the requirements as stated below. For each of the duties listed, please provide the section/paragraph and its corresponding provision in the “Deed content” column. * Each duty must be listed in individual row. Please insert new rows if the rows provided are insufficient. * Where a duty prescribed does not apply to the deed, please indicate “N/A” in the columns for ‘Clause’ and ‘Page’, and to state the reason in the column for ‘Remarks’. | | | | |
|  | **Duties of the management company under the CMSA** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the management company under the ETF Guidelines** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the management company to list and maintain the listing of the ETF on Bursa**  **Securities and to comply with the Main Market Listing Requirements** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the trustee which are prescribed under the CMSA** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the trustee which are prescribed under the CMSP Guidelines** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the trustee to maintain the listing of the ETF on Bursa Securities and to comply with the Main Market Listing Requirements** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

## Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register a deed |  |
|  | A confirmation that the accompanying documents are complete, signed and dated |  |
|  | A declaration stating that the deed complies with the requirements of the CMSA and the minimum requirements for a deed prescribed in the ETF Guidelines |  |
|  | A declaration as follows:  “We hereby declare that we have inspected the deed and verified to the best of our knowledge and belief, that the contents of the deed are true, complete and accurate. We are aware of all our obligations under the relevant laws and guidelines.” |  |
|  | An acknowledgement as follows:  “We acknowledge the following:   1. The registration of this deed should not be taken to indicate that the Securities Commission Malaysia assumes responsibility for the accuracy, correctness or completeness of any provisions contained in this deed; 2. The Securities Commission Malaysia is not liable for any omission on the part of the management company, and expressly disclaims any liability whatsoever arising from, or in reliance upon, the whole part or any part of its contents.” |  |
|  | If the deed submitted for registration is not stamped, a confirmation as follows:  “We, [name of management company], confirm that we have on [date] submitted an application to Lembaga Hasil Dalam Negeri Malaysia vide the Stamp Assessment and Payment System (STAMPS) portal for stamping of a deed in relation to [name of fund]. We attach a printout from the STAMPS portal evidencing our application, for the SC’s reference.  We hereby undertake to pay the stamp duty required upon being notified by STAMPS and to submit to the SC a copy of the stamped deed[[5]](#footnote-5) within 2 business days the certificate is generated by STAMPS.” |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
|  | If the submission is to register a supplemental deed to provide for multi-class fund and the fund that is subject of the deed will be the management company’s first multi-class fund, a declaration that the management company has the capabilities and capacity to manage and administer multiple classes of units for a fund. |  |
|  | If the deed contains provision or reference to any of the following:   1. Investment in derivatives (other than for the sole purpose of hedging); 2. Undertake securities lending activity; 3. Undertake sale and repurchase transaction; or 4. Undertake reverse repurchase transaction,   please tick (✓) the applicable statement from the list below:  Where the RMP documentation has not been submitted or an update to the RMP documentation is required to be submitted, Section M of the ETF Forms is submitted together with this application.  Where the RMP documentation has been submitted or an update to the RMP documentation is not required to be submitted to the SC, the **cover letter** must contain the following confirmation:  “We [name of management company] confirms that the RMP documentation that was submitted to the SC on [date of submission] remains valid and applicable, and no update to the said RMP documentation is required.” |  |
| Letter from the trustee[[6]](#footnote-6) | |  |
|  | A declaration as follows:  “We hereby declare that we have inspected the deed and verified to the best of our knowledge and belief, that the contents of the deed are true, complete and accurate. We are aware of all our obligations under the relevant laws and guidelines.” |  |
|  | An acknowledgment as follows:  “We acknowledge the following:   1. The registration of this deed should not be taken to indicate that the Securities Commission Malaysia assumes responsibility for the accuracy, correctness or completeness of any provisions contained in this deed; 2. The Securities Commission Malaysia is not liable for any omission on the part of the trustee, and expressly disclaims any liability whatsoever arising from, or in reliance upon, the whole part or any part of its contents.” |  |
|  | Checklist of minimum contents for deed (see Part A of this Section) |  |
|  | Registration fee and the Fee Computation Checklist |  |
| The registrable deed  *(please tick (✓) the deed being submitted)* | |  |
|  | The executed stamped deed |  |
|  | The executed unstamped deed accompanied with evidence of submission of the application for stamping of the deed to the Lembaga Hasil Dalam Negeri Malaysia[[7]](#footnote-7) |  |
| For supplemental or replacement deed | |  |
|  | Unit holders’ resolution sanctioning the modification of the deed |  |
|  | Statement from trustee as prescribed under section 295(4)(b) of the CMSA |  |
|  | Statement from management company as prescribed under section 295(4)(b) of the CMSA |  |
|  | A list highlighting the original provision from the principal deed and the amended provision (“**List of Amendments**”), the rationale for such amendment, the explanation on why the amendment will not materially prejudice the interest of unit holders (if applicable) and whether such amendment is a significant change that will affect unit holders’ decision to stay invested in the ETF |  |
|  | If the deed is amended to incorporate provision or reference to any of the following:   * 1. Undertake securities lending activity;   2. Undertake sale and repurchase transaction; or   3. Undertake reverse repurchase transaction,   please tick (ü) the applicable statement from the list below:  Where the RMP documentation has not been submitted or an update to the RMP documentation is required to be submitted, Section M of the ETF Forms is submitted together with this application.  Where the RMP documentation has been submitted or an update to the RMP documentation is not required to be submitted to the SC, the **cover letter** must contain the following confirmation:  “We [name of management company] confirms that the RMP documentation that was submitted to the SC on [date of submission] remains valid and applicable, and no update to the said RMP documentation is required.” |  |

*[The rest of this page is intentionally left blank]*

# LODGEMENT OF A DEED

**Documents required to be submitted to the SC**

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | To lodge with the SC the deed of the ETF |  |
|  | A declaration that the copy of the deed lodged with the SC is identical to the deed registered by the SC |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| Copy of the deed | |  |
| Lodgement fee and the Fee Computation Checklist | |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO REGISTER A PROSPECTUS

## Prospectus minimum content checklist for a fund

| **Requirements under the Part III, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 1: Introduction** | | | | |
| Paragraph 1.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(h):  **“INVESTORS ARE ADVISED TO READ AND UNDERSTAND THE CONTENTS OF THE PROSPECTUS. IF IN DOUBT, PLEASE CONSULT A PROFESSIONAL ADVISER.”** |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(h):  **“FOR INFORMATION CONCERNING RISK FACTORS WHICH SHOULD BE CONSIDERED BY PROSPECTIVE INVESTORS, SEE "RISK FACTORS" COMMENCING ON PAGE [xx].”** |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(b)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(b)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.05 |  |  |  | Click or tap here to enter text. |
| If the information as required in **paragraph 1.06** is disclosed on the management company’s website instead of in the prospectus, please indicate in the ‘Comments’ column for the respective sub-paragraphs, the location on the management company’s website where the information can be found | | | | |
| Paragraph 1.06(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(iv) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(v) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(vi) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(vii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(viii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(xii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(xiii) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(f)(xiv) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(g) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.06(h) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.08 |  |  |  | Click or tap here to enter text. |
| Paragraph 1.09 |  |  |  | Click or tap here to enter text. |
| **Chapter 2: Information Summary** | | | | |
| Paragraph 2.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(f)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03(f)(ii) |  |  |  | Click or tap here to enter text. |
| **Chapter 3: Table of Contents, Definitions and Directory** | | | | |
| Paragraph 3.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.01(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(f)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(f)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(f)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(d) |  |  |  | Click or tap here to enter text. |
| **Chapter 4: Risk Factors** | | | | |
| Paragraph 4.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(b) |  |  |  | Click or tap here to enter text. |
| **Chapter 5: Information on the Fund** | | | | |
| Paragraph 5.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03(g) |  |  |  | Click or tap here to enter text. |
| **Chapter 6: Fees** | | | | |
| Paragraph 6.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.05 |  |  |  | Click or tap here to enter text. |
| **Chapter 7: Key Parties** | | | | |
| Paragraph 7.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.03 |  |  |  | Click or tap here to enter text. |
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| Paragraph 7.12 |  |  |  | Click or tap here to enter text. |
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| Paragraph 7.14 |  |  |  | Click or tap here to enter text. |
| **Chapter 8: Related-party Transactions or Conflict of Interest** | | | | |
| Paragraph 8.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 8.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 8.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 8.04 |  |  |  | Click or tap here to enter text. |
| **Chapter 9: Experts’ Report** | | | | |
| Paragraph 9.01(a) |  |  |  | Click or tap here to enter text. |
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| **Chapter 10: Additional Information** | | | | |
| Paragraph 10.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 10.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 10.03(a) |  |  |  | Click or tap here to enter text. |
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| **Chapter 11: Documents Available for Inspection** | | | | |
| Paragraph 11.01(a) |  |  |  | Click or tap here to enter text. |
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| **Chapter 13: Specific Requirements for Exchange-traded Funds** | | | | |
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| **Chapter 16: Application for Units** | | | | |
| Paragraph 16.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 16.04 |  |  |  | Click or tap here to enter text. |
| **Prospectus Guidelines for CIS: Part VI – Registration and Lodgement of Prospectus**  ***(apply only to prospectus for prospectus exposure)*** | | | | |
| Paragraph 3.12 |  |  |  |  |

## Supplementary Prospectus Minimum Content Checklist for an ETF

| **Requirements under the Part V, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| 2.02(a) |  |  |  | Click or tap here to enter text. |
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| 2.03 |  |  |  | Click or tap here to enter text. |
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| 2.05 |  |  |  | Click or tap here to enter text. |

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## Documents required to be submitted to the SC (for registration of prospectus after Approval-in-principle is obtained)

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register the prospectus |  |
|  | A confirmation that all relevant conditions of approval, to be complied with before the issuance of the prospectus, have been met |  |
|  | A confirmation that all requisite approvals from other relevant authorities have been obtained |  |
|  | A confirmation that the consents from any person who has made a statement included in the prospectus or on which a statement made in the prospectus is based have not been withdrawn |  |
|  | Where the prospectus is in a language other than Bahasa Malaysia or English, a confirmation that such prospectus is an accurate translation of the Bahasa Malaysia or English prospectus |  |
|  | A confirmation that the accompanying documents in the registration file are complete, duly signed and dated |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| A copy of prospectus in each language | |  |
| Prospectus minimum content checklist (see Part A of this Section) | |  |
| A copy of the prospectus which is properly annotated against the applicable requirements required by the SC | |  |
|  | Copies of any material contract, report or document referred to in the prospectus, which was entered into or updated after submission was made to the SC for approval-in-principle application |  |
| Revision to prospectus cleared by the SC at approval-in-principle stage | |  |
|  | Marked-up copy of prospectus |  |
|  | Letter of confirmation stating that the due diligence working group –   1. has seen and confirmed the revisions made to the prospectus; and 2. has seen and verified that the prospectus complies with the disclosure requirements of the CMSA and relevant guidelines. |  |

*[The rest of this page is intentionally left blank]*

## Registration of supplementary or replacement prospectus

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register the prospectus |  |
|  | A confirmation that the due diligence working group has seen and verified that the prospectus complies with the minimum disclosure requirements as set out in the CMSA and CIS Prospectus Guidelines |  |
|  | A confirmation that all relevant conditions of approval, to be complied with before the issuance of the prospectus, have been met |  |
|  | A confirmation that all requisite approvals from other relevant authorities have been obtained |  |
|  | A confirmation that the consents from any person who has made a statement included in the prospectus or on which a statement made in the prospectus is based have not been withdrawn |  |
|  | Where the prospectus is in a language other than Bahasa Malaysia or English, a confirmation that such prospectus is an accurate translation of the Bahasa Malaysia or English prospectus |  |
|  | A confirmation that the accompanying documents in the registration file are complete, duly signed and dated |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
|  | A copy of prospectus in each language |  |
|  | Supplementary prospectus minimum content checklist (see Part B of this Section) |  |
|  | Prospectus minimum content checklist (see Part A of this Section) |  |
|  | Registration fee and the Fee Computation Checklist |  |
|  | Directors’ responsibility statement for the prospectus and, where applicable, the offerors’ and promoters’ responsibility statement. For director’s responsibility statement, all directors must sign. For promoters or offerors which consist of corporation(s), a board resolution authorising the signatory who signed on behalf of a corporation, must be submitted together with the promoters’ or offerors’ responsibility statements. |  |
|  | If an alternate director signs the responsibility statements, there must be a clear reference made in the responsibility statement of  such a fact. The original written authorisations by directors, appointing the alternate director to sign the responsibility statement on their behalf must be submitted. |  |
|  | Copy of letter of approval from any other relevant authority |  |
|  | Copies of all material contracts referred to in the prospectus, or in the case of a contract not reduced in writing, a memorandum giving full particulars of the contracts |  |
|  | Copies of reports or letters from experts disclosed in the prospectus. Where an expert does not possess the capability to prepare a report in the same language as the prospectus, the management company must provide a translation of the expert’s report. Such translated report submitted and as incorporated in the prospectus must contain a statement that it is a translation of the original expert’s report. |  |
|  | Copy of the underwriting agreement |  |
|  | A list highlighting the original statements from the previously registered prospectus and the amended statements, and the reasons for such amendment |  |
|  | If the amendment is in relation to disclosure on suspension, please indicate the section and page in the supplementary/replacement prospectus where the disclosure explaining how other liquidity risk management tools have been exhausted or considered before triggering the suspension:  Click or tap here to enter text. |  |
|  | If the amendment is to incorporate disclosure on any of the following activities, please indicate the provision in the deed (including the date of the deed) which enabled the ETF to undertake such activity(ies):   |  | **Activity** | **Provision/clause in deed** | | --- | --- | --- | |  | Investment in derivative (other than for the sole purpose of hedging) | Click or tap here to enter text. | |  | Securities lending | Click or tap here to enter text. | |  | Sale and repurchase transaction | Click or tap here to enter text. | |  | Reverse repurchase transaction | Click or tap here to enter text. | |  |

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# LODGEMENT OF A PROSPECTUS

**Documents required to be submitted to the SC**

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | To lodge with the SC the prospectus of the ETF |  |
|  | A declaration that the prospectus lodged with the SC is the same as the prospectus registered with the SC |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| Copy of the prospectus in each language together with its application form | |  |
| Lodgement fee and the Fee Computation Checklist | |  |

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# LODGEMENT OF AN ANNUAL REPORT AN ETF

## Minimum Content Checklist of Fund Report

|  | **Fund Report Content** | **Section/Item No.** | **Page** | **Remark** |
| --- | --- | --- | --- | --- |
|  | Name of the ETF[[8]](#footnote-8) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Type of report | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Financial year end[[9]](#footnote-9) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Name of auditor[[10]](#footnote-10) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Requirements under Schedule C of the ETF Guidelines** | | | | |
| ***Manager’s Report*** | | | | |
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| ***Trustee’s Report – Prepared in accordance with paragraph (9) and Appendix I of Schedule C of the ETF Guidelines*** | | | | |
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|  | Paragraph (8) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Prepared in accordance with paragraph (12) and Appendix I of Schedule C of the ETF Guidelines*** | | | | |
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| ***Audited Financial Statements*** | | | | |
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| ***Additional Content of an ETF’s Annual Report*** | | | | |
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|  | Paragraph (17)(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(d) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(e) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(f)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(f)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(f)(iii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(f)(iv) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(f)(v) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(g) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17)(h) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(d) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(e) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(f)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(f)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(g)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (18)(g)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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## Documents required to be submitted to the SC

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | The lodgement of an annual report of an ETF with the SC |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| Copy of the annual report | |  |
| Minimum content checklist of an ETF’s annual report (see Part A of this Section) | |  |
| Lodgement fee and the Fee Computation Checklist | |  |

*[The rest of this page is intentionally left blank]*

# NOTIFICATION TO THE SC

## General – Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The notification being submitted including details |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
| Supporting information/document | |  |
|  | For notification on appointment or resignation of Shariah adviser, please provide information required in Part B of this Section |  |
|  | For notification on appointment of an external fund manager, please provide information required in Part C of this Section |  |
|  | For notification on breach of investment limits and restrictions, details of the breach including the steps taken to rectify and prevent such breach from recurring |  |
|  | For notification on passing a resolution during a unit holders’ meeting, a copy of minute of the meeting |  |
|  | For notification on the court confirming the unit holders’ resolution to terminate the fund, a copy of the court order |  |
|  | For notification on commencement of termination of a fund/class of units of a fund, please provide information required in Part D of this Section |  |
|  | For notification on completion of termination of a fund/class of units of a fund, confirmation from the trustee of the terminated fund on the following:   1. The assets of the fund have been realised and distributed to unit holders; and 2. The management company has managed the fund as prescribed by the deed and relevant laws. |  |
|  | For notification on the change to the timing of issuance of the annual report of an ETF (that is being terminated), the cover letter must also state the expected date of the issuance of the said report |  |
|  | For notification on the change of an ETF’s annual financial period (other than a fund being terminated), the cover letter must also state the reasons for the change and any other matters that need to be brought to the attention of unit holders |  |
|  | For notification on suspension of dealing in units of an ETF, the cover letter must state this fact, including the reason(s) for the suspension |  |
|  | For notification on resumption of dealing in units (after any suspension), the cover letter must state the proposed resumption and the date of the proposed resumption |  |
|  | Where an ETF is to be offered or listed on an exchange outside Malaysia, the cover letter must contain the following information:   1. Name of country(ies); 2. Name of the exchange(s); 3. Currency(ies) denomination of the units to be available to investors in the country(ies) named in (a). |  |
|  | For other notifications, please provide details below:  Click or tap here to enter text. |  |

*[The rest of this page is intentionally left blank]*

## Notification of appointment/resignation of Shariah adviser

|  |  |  |
| --- | --- | --- |
| Name of management company | : | Click or tap here to enter text. |
| Name of ETF(s) | : | Click or tap here to enter text. |

**Appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Effective date of appointment | | : | Click or tap here to enter text. |
|  | If Shariah Adviser is a corporation, please state the name of the corporation and tick (✓) where applicable – | | | |
| Name of corporation: Click or tap here to enter text. | | | |
|  | A corporation registered with the SC which is independent from the management company and does not hold officer as a member of oversight arrangement of the same fund or any other funds managed or administered by the management company –   * Date of registration: Click or tap to enter a date. * Date of expiry of registration: Click or tap to enter a date. | | |
|  | A licensed Islamic bank | | |
|  | A licensed bank or investment bank approved to carry on Islamic banking business | | |
|  | If Shariah adviser comprise of individuals, please state the name of the individuals and indicate if the person is independent from the management company and does not hold officer as a member of oversight arrangement of the same fund or any other funds managed or administered by the management company:   | **No.** | **Name** | **Independent?**  **(Y/N)** | | --- | --- | --- | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | | | | |

***Note****: Please use the add row function if the rows provided are insufficient*

**Resignation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Effective date of resignation | : | Click or tap here to enter text. |
|  | If Shariah Adviser is a corporation, state the name of the corporation and tick (✓) where applicable – | | |
| Name of corporation: Click or tap here to enter text. | | |
| corporation registered with SC  licensed Islamic bank  licensed bank or investment bank approved to carry on Islamic banking business | | |
|  | If Shariah Advisers are individuals, state the name of the individuals below:   | **No.** | **Name** | | --- | --- | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | | | |
|  | Reasons for resignation: Click or tap here to enter text. | | |

***Note on item 3****: Please use the add row function if the rows provided are insufficient*

*[The rest of this page is intentionally left blank]*

## Notification of appointment of an external fund manager

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of ETF  Click or tap here to enter text. | | |
|  | Name of fund management company (FMC)  Click or tap here to enter text. | | |
|  | Date of incorporation of FMC  Click or tap to enter a date. | | |
|  | Name of securities regulator regulating the FMC  Click or tap here to enter text. | | |
|  | Describe the portfolio being delegated, e.g. entire fund portfolio, equity portfolio  Click or tap here to enter text. | | |
|  | Please indicate whether the officer of the FMC is in compliance with paragraph 4.09(a) of the ETF Guidelines in relation to holding office as a member of the oversight function of any fund for which the FMC is appointed to manage: | | | |
|  | Yes | | |
|  | No – please indicate where in the cover letter the information on the relief from the ETF Guidelines (either being sought or have obtained) is provided –  Click or tap here to enter text. | | |
|  | Not applicable – Please tick (✓) where applicable - | | |
|  | The FMC is an ultimate holding company which wholly-owns the management company | |
|  | The FMC is a wholly-owned subsidiary of the management company | |
|  | The FMC and the management company are wholly-owned subsidiaries of the same ultimate holding company | |
|  | Please indicate whether the officer of the FMC is in compliance with paragraph 4.09(b) of the ETF Guidelines in relation to holding office as a member of the Shariah adviser of any fund for which the FMC is appointed to manage: | | | |
|  | Yes | | |
|  | No – please indicate where in the cover letter the information on the relief from the ETF Guidelines (either being sought or have obtained) is provided –  Click or tap here to enter text. | | |

## Notification on commencement of termination of an ETF/class of units of an ETF

|  |  |
| --- | --- |
|  | Name of ETF, or for termination of class of units of an ETF, the name of the class(es) of units of the ETF:  Click or tap here to enter text. |
|  | Date of commencement of termination: Click or tap to enter a date. |
|  | Reason for termination[[11]](#footnote-11):  Click or tap here to enter text. |
|  | Where applicable, select the item below and provide the date of–  unit holders’ meeting where approval to terminate is obtained; or  court’s confirmation on unit holders’ resolution to terminate the fund:  Click or tap to enter a date. |
|  | Size of the fund (as at the commencement of termination)  Click or tap here to enter text. |
|  | Number of unit holders remaining in the fund (as at the latest practicable date prior to the Termination Notice)  Click or tap here to enter text. |

# RISK MANAGEMENT POLICY AND PROCEDURES OF AN ETF

## Information on submission

1. The submission of the documentation on risk management policy and procedures (RMP Documentation) is in relation to –

|  |  |
| --- | --- |
|  | a proposed new ETF |
|  | an existing ETF |

1. Please indicate the applicable submission:

|  |  |
| --- | --- |
|  | First-time submission of the RMP Documentation |
|  | Submission of updated RMP Documentation   1. Date of initial submission: Click or tap to enter a date. 2. If the RMP Documentation has been updated prior to this submission, the date of submission of the last update: Click or tap to enter a date. |

## Information on the ETF

1. Name of ETF/proposed ETF: Click or tap here to enter text.
2. If the ETF is an approved ETF, the date of unit holders’ approval to allow investment in new or higher risk investments: Click or tap to enter a date.

***Note:*** *Please ensure the necessary notification is submitted to the SC*

1. Types of new or higher risk investments. Please select the applicable investment(s) or activity(ies) that apply/ies to the ETF:

|  |  |
| --- | --- |
|  | Investment in derivatives (other than for the sole purpose of hedging) |
|  |  |
|  | Undertake securities lending activity |
|  | Undertake sale and repurchase transactions |
|  | Undertake reverse repurchase transactions |

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## Guidance and minimum content of RMP Documentation

1. Overview on preparation of the RMP Documentation
2. The RMP Documentation should be a stand-alone document that includes all relevant information with appendices that are clear and understandable.
3. Management company must comprehensively document the processes to identify, monitor, measure and manage the various risks associated with investments or activities in Part B of this Section.
4. The primary components of a sound risk management process are follows:
5. A comprehensive risk measurement approach;
6. A detailed structure of limits, guidelines and other parameters used to govern risk taking; and
7. A strong management information system for controlling, monitoring and reporting risks.
8. Guidance for the RMP Documentation

***Note:*** *The items below are not exhaustive and should not be relied upon solely. Further, the SC may require further details be included when deem necessary.*

|  | **Content Item** | **Section/ Item No.** | **Page** | **Remark** |
| --- | --- | --- | --- | --- |
| **Investment in derivatives (FDI)** | | | | |
|  | Details of all FDI to be used by the ETF, the purpose of the use and the risks the FDI might pose to the ETF | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the valuation and pricing methodology for FDI | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the risk management processes and systems used in relation to FDI | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the units and personnel responsible for risk management | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of systems and technology used, including description of stress testing and back testing methodologies | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the contingency plans regarding credit events of the counterparty | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details on management company’s policies on expertise required to trade FDI as well as manage their related risks including how they are monitored and validated | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description on how the relevant requirements in the ETF Guidelines are adhered to including ensuring the ETF is able to meet its payment and delivery obligations incurred resulting from the transactions in FDI, whether for hedging or for investment purposes | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Securities lending, sale and repurchase transactions and reverse repurchase transactions (collectively referred to as “securities financing transaction”)** | | | | |
|  | Parties involved: Borrower’s agent, borrower, and lending agent | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Purpose of the transaction(s) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Term of the securities financing transaction arrangement: borrowing tenure, rate, amount in monetary value, securities details (units and code) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the collateral received from borrower including type, issuer rating, amount, fair value method to price the collateral | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the method in determining the borrowing rate | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of how the collateral is custodised | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of risk assessment process including the analysis of risk on the securities financing transaction arrangement (credit risk, liquidity risk, interest rate risk, maturity risk profile) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of how the company’s policies adhere to the relevant guidelines relating to securities financing transaction | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Risk Management policy and process in executing securities financing transaction | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Others** | | | | |
|  | Details on liquidity risk management policies and procedures, which should –   1. cover the entire life cycle of the fund; 2. be reviewed regularly and updated as and when there are material changes.   *Examples of material changes are investments into new asset class, substantial change of liquidity profile of a fund, etc.* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details on credit risk management | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

## Documents required to be submitted to the SC

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | The submission of a RMP Documentation for a fund |  |
|  | Details of pre-consultation with the SC (see Introduction & Instructions) |  |
|  | An acknowledgement that the receipt or acceptance of the RMP documentation by the SC does not represent that the SC endorses the document |  |
|  | Information as required in item 3) of the General instructions in these ETF Forms |  |
|  | RMP Documentation |  |
|  | Section M of these ETF Forms |  |
|  | For a submission of an update to RMP Documentation, the list of amendments |  |

*[The rest of this page is intentionally left blank]*

1. Available at [www.sc.com.my](http://www.sc.com.my) [↑](#footnote-ref-1)
2. “Plain-vanilla ETF” is an ETF that does not fall under Schedule B of the ETF Guidelines [↑](#footnote-ref-2)
3. “Feeder ETF” is one which invest all its assets (unless for liquidity purpose) in a single collective investment scheme [↑](#footnote-ref-3)
4. If the fund may invest in warrants or convertible securities, question 7 apply [↑](#footnote-ref-4)
5. Please ensure the stamp certificate is attached to the deed as evidence of stamping and to resubmit the complete deed in a single PDF document [↑](#footnote-ref-5)
6. The letter from the trustee must be prepared in accordance with item 3) of the General instructions [↑](#footnote-ref-6)
7. Once the deed is stamped, the submission of the stamped deed must be accompanied by a cover letter that is prepared in accordance with item 3) of the General instructions. [↑](#footnote-ref-7)
8. Please state the **ETF’s name** under the Remark column [↑](#footnote-ref-8)
9. Please state the **ETF’s financial year end which the report relates to** under the Remark column [↑](#footnote-ref-9)
10. Please state the **auditor’s name** under the Remark column [↑](#footnote-ref-10)
11. Please explain the reason for terminating the ETF or class of units of the ETF, for example:

    Non-commencement of the ETF, and to explain on the reason for the non-commencement of the ETF

    Unit holders’ approval have been obtained to terminate the ETF/class, and to explain the background which led to the decision to seek for unit holders’ approval to terminate the ETF

    Small fund size and no unit holders’ approval need to be obtained for terminating the fund/class, and to explain the reason that resulted in the small fund size and under which provisions in the deed of the ETF that a management company can terminate the ETF/class [↑](#footnote-ref-11)